



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

BULLETIN NO. 79-11

July 18, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Executive Branch Employment Ceilings

1. Purpose. This Bulletin provides guidelines for a modification of the employment ceiling control system for agencies and establishments of the Executive Branch. It establishes new procedures for fiscal year 1981 under which part-time permanent employees will be counted against employment ceilings established in accordance with paragraph 4 of OMB Circular No. A-64.

2. Background. The Federal Employees Part-Time Career Employment Act of 1978 (P.L. 95-437) was enacted to provide increased part-time career employment opportunities throughout the Federal Government. The Act defines part-time career employment, i.e., part-time permanent employment, as scheduled employment of 16-32 hours a week. Part-time permanent employment does not include employment on a temporary or intermittent basis (5 U.S.C. 3391).

Effective on October 1, 1980, part-time career employment, under personnel ceilings applicable to an agency, must be counted as a fraction determined by dividing 40 hours into the number of hours of such employee's regularly scheduled workweek (5 U.S.C. 3394).

The possibility of moving to a full-time equivalent control system for all employees in fiscal year 1982 or later will be considered during the next 12 months. No decision on this possibility will be made before next year.

3. Coverage. This Bulletin applies to all Executive Branch departments and establishments subject to employment ceilings determined by the President and assigned by the Office of Management and Budget.

4. Employment ceilings for fiscal year 1981. End-of-year employment ceilings will continue to be established for the same components as in the past and will exclude disadvantaged youth and personnel participating in the Worker-Trainee Opportunity Program (WTOP). (The basis for the 1979 and 1980 employment ceilings will remain unchanged.)

a. Full-time employment in permanent positions. This ceiling remains unchanged and represents the upper limit of full-time employees in permanent positions for September 30 of each year.

b. Total employment. This ceiling will represent the sum of:

(1) Full-time employment in permanent positions (as described above).

(2) All part-time permanent employment regardless of length of scheduled workweek (i.e., all such employees with tenure codes 1 or 2). These employees will be counted as a fraction that is determined by dividing 40 hours into the number of hours of such employee's regularly scheduled workweek during the last pay period of the fiscal year. (NOTE: These are not the actual hours worked, but the hours of the regularly scheduled workweek.)

(3) All other employment, i.e., personnel employed on a temporary (full-time or part-time) or intermittent basis. The actual number of these employees will continue to be counted, as in the past, as prescribed for the "Monthly Report of Federal Civilian Employment" (SF 113A).

5. Agency compliance and reporting. The basis for determining agency compliance with established employment ceilings will be the data submitted to the Office of Personnel Management on the "Monthly Report of Federal Civilian Employment" (SF 113A).

Reporting on actual total end-of-year employment will continue to be necessary to meet information requirements of the President and the Congress, including the requirements of section 311 of the Civil Service Reform Act of 1978 (P.L. 94-454). The Office of Personnel Management will issue revised reporting requirements, consistent with the employment ceiling definitions listed in this Bulletin.

As a part of the 1981 budget submissions, agencies should be prepared to furnish, for the budget year, an estimate of part-time permanent employment in the fractional terms described in paragraph 4.b.(2) and also an estimate of the actual number of such employees.

6. Effective date. This Bulletin remains in effect until rescinded.

7. Inquiries. Questions regarding these instructions should be addressed to the OMB representatives responsible for the agency's budget estimates.


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